



## Work Instruction (WI)

**DIRECTIVE NO.** 270-WI-7900.0.1B  
**EFFECTIVE DATE:** June 3, 2013  
**EXPIRATION DATE:** June 3, 2018

**APPROVED BY Signature:** Original Signed By  
**NAME:** Marilyn Tolliver  
**TITLE:** Division Chief

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### COMPLIANCE IS MANDATORY

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**Responsible Office:** 270/Information and Logistics Management Division

**Title:** Aircraft Parts Disposal Procedures

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## PREFACE

### P.1 PURPOSE

This procedure is designed to ensure that excess aircraft parts are properly processed through the NASA Personal Property and Equipment Management System (PP&E).

### P.2 APPLICABILITY

This work instruction only applies to aircraft parts maintained and disposed by NASA Goddard Space Flight Center. The National Aeronautics and Space Administration-Goddard Space Flight Center (NASA-GSFC) Supply and Equipment Management Officer (SEMO) shall work in conjunction with the NASA Headquarters Aircraft Management Officer (AMO) in all matters regarding the loan, transfer, cannibalization, and disposal of aircraft and aircraft parts in accordance with NASA Policy Directive (NPD) 7900.4, NASA Procedural Requirements (NPR) 7900.3, and the Code of Federal Regulations (CFR) Title 41, Part 102.33. As a result of the Office of Inspector General Audit of NASA air operations, the SEMO is now required to coordinate all activity relating to the acquisition and disposition of aircraft with the AMO. This is an attempt to have the NASA PP&E Disposal Management System (DSPL)) gain greater visibility and control of aircraft, and afford the AMO an opportunity to approve or disapprove of any aircraft disposal actions. Aircraft obtained solely for the spare parts and for future programs are subject to the aircraft acquisition process. Such aircraft shall not be recorded in the NASA Aircraft Inventory; however, it shall be accounted for in the NASA PP&E ((SAP) as a spare parts aircraft. As parts are removed the SEMO shall be notified each time the value drops 10 percent so that current values may be reflected in SAP.

### P.3 REFERENCES

- (1) CFR 102-33.275, Replacement of Personal Property Pursuant to the Exchange Sale Authority
- (2) FPMR102.33, Federal Property Management Regulations, Use, and Disposal of Government Aircraft Parts
- (3) FPMR 102-36, Utilization of Personal Property
- (4) NPD 7900.4, NASA Aircraft Operations Management
- (5) NPR 7900.3, Aircraft Operations Management

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- (6) Federal Aviation Administration (FAA) Form 8130-3, Airworthiness Approval Tag (for rebuilt aircraft parts and for commercial planes)
- (7) FAA Advisory Circular No. 20-142, Eligibility and Evaluation of US Military Surplus Flight Safety Critical Aircraft Parts, Engines, and Propellers.
- (8) Department of Defense (DOD) Defense Demilitarization Manual 4160.21-M-1FAA
- (9) DOD Form 1574, Serviceable Tag- Material (for military planes)
- (10) GSFC 0129, Excess Personal Property Form
- (11) FAA and DOD Guidance

#### **P.4 CANCELLATION**

- (1) 230-WI-7900.0.1A, Aircraft Parts Disposal Procedures

#### **P.5 TOOLS, EQUIPMENT, AND MATERIALS**

- (1) For dismantling purposes a crusher and/or piece of equipment that may be used to destroy aircraft parts is necessary.

#### **P.6 SAFETY PRECAUTIONS AND WARNINGS**

Security Code 7 items display sensitive information. Therefore, prior to disposal, all name plates, label plates, meter face plates, tags, stickers, documents or markings, that relate the items to weapons systems and time application, shall be removed and destroyed.

#### **P.7 TRAINING**

None.

#### **P.8 RECORDS**

Record Title	Record Custodian	Retention
Case File, which may include: <ul style="list-style-type: none"><li>• GSFC 0129, Excess Personal Property Form: Property Pickup Authorization</li><li>• Federal Aviation Administration (FAA) 8130-3, Airworthiness Approval Tag</li><li>• DOD Form 1574, Serviceable Tag- Material</li><li>• Historical Data and Maintenance Records</li></ul> Shall Accompany the Aircraft Parts	Property Disposal Specialist	* NRRS 4/10 Destroy when 5 years old.
Aircraft Parts Detailed Listing for Exchange Sale Purposes	Property Disposal Officer	NRRS 4/10

\* NRRS – NASA Records Retention Schedule ([NPR 1441.1](#))

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## **P.9 MEASUREMENT/VERIFICATION**

None.

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## INSTRUCTIONS

In this document, a requirement is identified by “shall,” a good practice by “should,” permission by “may” or “can,” expectation by “will,” and descriptive material by “is.”

### 1. Documentation

Once the aircraft parts are reported to the Disposal Office, the Property Disposal Specialist (PDS) shall insure that the initiator submits the proper documentation, which consists of reporting documents that shall indicate if any of the parts are life-limited parts and/or Military Flight Safety Critical Aircraft Parts (FSCAP). In addition, tags and labels, and applicable historical data and maintenance records shall accompany the aircraft parts.

The aforementioned proper documentation may include but is not limited to the following:

- (1) Federal Aviation Administration (FAA) 8130-3 (For rebuilt parts for commercial planes).
- (2) 1574 Tag (for military planes).
- (3) Labels with barcodes showing stock number, part number and contract number shall be attached for Defense Surplus Agency plane new parts.

FSCAP with no accompanying documentation, or maintenance and historical records to determine its airworthiness shall be mutilated so that the equipment can no longer be used for aviation purposes.

### 2. Turn-In Procedures

#### 2.1 Wallops Flight Facility (WFF) Responsibilities

Upon receipt of the completed GSFC Report of Excess Personal Property Form 0129 the Property Disposal Specialist (PDS) at Wallops ensures:

- (1) Documents are stamped “Aircraft Parts” by initiator, as well as with either “FSCAP,” “NON-FSCAP,” “LIFE-LIMITED,” or “Security Code 7.”
- (2) FSCAP, Life-Limited, or Security Code 7 aircraft parts for transfer, donation, or sale are accompanied by proper documentation in accordance with 41 CFR 102-33.235
- (3) Initiator provides a complete commercial description of the parts.
- (4) The following actions are completed prior to disposal for any items designated by initiator as “Security Code 7”:

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- a) Remove all nameplates, label plates, meter faceplates, tags, stickers, documents or markings, which relate the items to weapons systems and time application.
  - b) Destroy all items removed.
- (5) Initiator provides the following information for adequately documented excess FSCAP items:
- a) manufacturer
  - b) date of manufacture
  - c) part number
  - d) serial number
  - e) appropriate Criticality Code as annotated on original transfer document accompanying part:
    - i. E – Specially designated FSCAP to be or selected as being nuclear hardware
    - ii. F – Flight Safety Critical Aircraft Part
- (6) Aircraft parts designated by initiator as undocumented FSCAP with no traceability to the original equipment manufacturer are mutilated and disposed of as scrap.
- (7) Aircraft parts designated by initiator as life-limited (with no FSCAP designation) are accompanied by tags and labels and historical data and maintenance records in accordance with part 41 CFR 101-37.6.

In addition, the PDS shall:

- (8) Upon receipt of the NASA Property Disposal Management System, (DSPL) Excess Personal Property Pickup GSFC Form 0129 from the Property Management Branch at Greenbelt, the WFF Logistics Team shall ensure that the GSFC Form 0129 label is placed on the corresponding equipment at WFF.
- (9) Forward the GSFC Form 0129 to the Property Management Branch at Greenbelt, Maryland, for proper data entry.

## **2.2 Greenbelt Facility Responsibilities**

Upon receipt of the GSFC Form 0129 or by the Property Management Branch at the Greenbelt Facility, a representative of the Property Management Branch logs each document, and

- (1) Verifies that the proper documentation has been received at WFF.
- (2) Duly notes the following information, if present, on the GSFC Form 0129 or
  - a) “Aircraft Parts” stamp
  - b) “FSCAP,” “Non-FSCAP,” or “Life limited,” or “Security Code 7” stamp
  - c) Complete commercial description and supporting documentation.

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- (3) Provides the GSFC Form 0129 to the DSPL data input personnel.
- (4) Ensures DSPL is updated with the final disposition.

### 3. Screening

The Property Management Branch at Greenbelt, MD, reports whole aircraft and associated aircraft parts to GSA Region 9, and GSA Region 9 conducts Federal and State screening.

The Property Management Branch at Greenbelt, MD, reports all aircraft parts not associated with a whole aircraft to GSA Region 3, and GSA Region 3 conducts Federal and State screening.

#### 3.1 Sales Process

GSA Region 9 conducts sales of whole aircraft and any associated parts reported with the whole aircraft.

GSA Region 3 conducts sales of aircraft parts not associated with a whole aircraft.

If the aircraft parts are sold as exchange/sale, the proceeds can be used to purchase similar aircraft parts in accordance with 41 CFR 102-.33. A detailed listing of aircraft parts, furnished by the initiator, shall be maintained along with the replacement cost.

If the proceeds are not used within a two-year period, the funds are turned into the U.S. Treasury Miscellaneous Fund. However, commercial and military aircraft parts shall be separated for assistance in the evaluation of FSCAP or life limited parts, contact the local FAA Flight Standards Office or the GSA Aircraft Policy Office.

If initiator requests exchange/sale authority for FSCAP, the PDO ensures additional requirements set forth in 41 CFR 102.33.325, listed below, are met by signed verification from the initiator.

- (1) Parts are determined to be airworthy by initiator and FAA Advisory Circulars)
- (2) Applicable labels and tags, historical data and modification records accompany the parts prior to release
- (3) Records contain information and content as required by current DOD and FAA requirements for maintenance and inspection.

NOTE: Life limited parts reaching or exceeding life limits, or which have missing or incomplete documentation shall either be returned to the FAA production approval holder as part of an exchange transaction, or mutilated.

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Under no circumstances shall unsalvageable aircraft parts, other than those described as life limited, be used for exchange/sale purposes. They shall be mutilated

### **3.2 Mutilation Process**

Unsalvageable aircraft parts shall not be reported to GSA for transfer or donation. The parts shall be mutilated in accordance with 41 CFR Part 102.33.315 by burning, crushing, cutting, grinding, melting, or other means to prevent the parts from being used as serviceable aircraft parts. The data plate shall be destroyed and serial/lot/part numbers removed. If WFF cannot perform mutilation, the part shall be transferred to the Defense Reutilization Marketing Office (DRMO) or other federally approved organization for mutilation.

FSCAP parts with no maintenance or historical records shall be mutilated and scrapped in the same manner as described above.

All mutilation and destruction processes shall be witnessed and documented by an authorized agency official. All mutilated parts shall be sold as scrap metal.

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## **Appendix A – Definitions**

- A.1** Flight Safety Critical Aircraft Parts (FSCAP) - Any aircraft part, assembly, or installation containing a critical characteristic whose failure, malfunction, or absence could cause catastrophic failure resulting in loss or serious damage to aircraft; an un-commanded engine shutdown resulting in an unsafe condition.
- A.2** Security Code 7 Items – Materials that contain sensitive information. Prior to disposal, all nameplates, label plates, meter faceplates, tags, stickers, documents or markings, which relate the items to Weapons systems and time application shall be removed and destroyed.

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## **Appendix B – Acronyms**

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### CHANGE HISTORY LOG

Revision	Effective Date	Description of Changes
Baseline	4/16/2002	Initial Release
A	2/4/2005	More comprehensive. Included more references.
A	5/14/2006	Administratively updated to reflect a change in the owning organization code from 230 to 270.
A	4/15/2008	Revalidated for a period of 5 years.
B	6/3/2013	Administratively updated the new systems and regulations.

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